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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Finance Division

DATE: 24 April 1951

FROM : Chief, Audit Division

*Policy Travel & Per. Admin*

SUBJECT: Payment of travel expense for prospective agents

The Confidential Funds Regulations set forth the conditions under which prospective staff employees may be brought to Washington at agency expense for interview, and such travelers are reimbursed in accordance with the Standardized Government Travel Regulations. No similar provision is made in the Confidential Funds Regulations for either the authorization for travel of prospective agents for interview or for the basis of reimbursement therefor. Since cost of travel of prospective agents has actually been reimbursed by the agency in numerous instances, the following comments are presented on the question.

It appears that since the regulations specifically cover prospective staff employees in this respect, it would be appropriate for them also to authorize comparable travel for prospective agents to formalize the agency's apparent intent, subject to whatever limitations are considered necessary. It is recommended that the regulations be so amended.

It has been observed in the audit of travel vouchers that several bases for reimbursement have been used in the past for prospective agent travel, and discussions with certifying officers disclose that at the present time no one basis is uniformly used. Some of these travelers are being reimbursed on an actual expense basis or a modification thereof, which may or may not exceed the amount which would be payable under Standardized Government Travel Regulations, and others are reimbursed in accordance with the Standardized regulations on the same basis as staff employees. It is recommended that the question of manner of reimbursement to these individuals be studied with a view to development of an equitable and practicable basis of reimbursement for guidance of operational officers in making arrangements with contacts and the certifying officers in processing claims.

Several points are raised in the manner of submission of these claims:

1. Generally, no travel orders are received by Finance Division on prospective agent travel, the signature of the approving officer on the travel voucher being accepted as evidence that the travel was approved by an operational officer prior to performance and that the claim as made is in accordance with the agreement between the traveler and the operational case officer.

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2. The claim is often signed by the operational case officer and the agent is some times not identified by either name or pseudonym on the voucher. In these instances, a receipt from the traveler often is not attached to the voucher.
3. In numerous instances, names are cut out of stubs for airline tickets or other receipts, such as hotel bills, making such receipts of doubtful value.

It is believed that the adoption of the following procedures will improve administration of funds in connection with the three points mentioned above:

1. Issuance of travel orders prior to travel or transmittal of a memorandum to Finance Division giving the details of the travel arrangements made between the case officer and prospective agent, to be used as a basis for audit of the travel voucher.
2. Submission of a claim by the traveler himself and a receipt from him if he is paid in cash. It would not appear impracticable to obtain the traveler's signature on the travel voucher, or to obtain a signed statement of the claim, together with required receipts, from the traveler if he has been properly instructed prior to travel.
3. Discontinuance of the practice of mutilating receipts supporting such travel claims.

It is suggested that the foregoing comments be given administrative consideration, and that this Division be advised of your views or action thereon.

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*29 Nov 1951  
Amendment to C  
has proposed by  
with enclosure to  
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